



## Upcoming FSA Online Open Enrollment

**The Open Enrollment period for your FSA is August 15<sup>th</sup> – September 15<sup>th</sup>.**

Open enrollment will end at 9:00 PM PST on the date shown.

To begin your enrollment, you will need to navigate to the PacificSource Administrators secure web portal:

<https://hrbenefitsdirect.com/PSA/signIn.aspx>

- **Prior Participants:** If you have previously participated in the FSA account, your PacificSource Administrators Member ID and date of birth are set as your default username and password (unless you have changed them). Please refer to the Member guide for instructions on enrolling in the FSA. If we have an email on file you should have received an email on 8/15/2016 from PacificSource Administrators with login information. If you did not receive an email or you don't remember your member ID or password, please call the PacificSource Administrators Customer Service Team at: (800) 422-7038 and they will assist you with this information.
- **New Participants:** If you have never participated in the FSA account, select the link that is directly under "Never Been Enrolled" which is named "Click Here to Create a New Member." Use **SHSD2016** as the Group Pass Code and click Add New Member to set up your profile. Please refer to the Member guide for step by step instructions for creating your profile and enrolling in the FSA.  
**Retain the username and password** that you create during this process as this will continue to be your MyFlex login.

The following FSA plans are available through your employer. \*\*\*\*

- **Unreimbursed Health Expenses (HRE):**  
Healthcare expenses that are either not covered or only partially covered by your insurance plan can now be paid pretax. Examples include deductibles, copays, dental expenses (even orthodontia), prescriptions and vision care. The maximum deduction for 2016 is \$2,550.
- **Dependent Care Expenses (DCE):**  
Child care and elder care expenses you incur while at work or school may be deducted from your paycheck before tax. The maximum deduction for 2016 is \$5,000.

Thank you,  
PacificSource Administrators  
Enrollment Department

For additional information including forms and materials, a list of eligible expenses, FAQ, and more please visit:

<http://psa.pacificsource.com/Flex/>



# MyFlex

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## Member Online Open Enrollment

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### Enroll in the FSA through the MyFlex Website

Member Online Open Enrollment through the MyFlex website enables you to enroll in the FSA plans that are offered by your employer and submit your elections electronically, eliminating the need to fill out a paper form at the start of each new plan year.

To begin, you will need to navigate to the PacificSource Administrators secure web portal:  
<https://hrbenefitsdirect.com/PSA/signIn.aspx>

### Renewing Members

If you have previously participated in an FSA, HRA or Transportation account, your PacificSource Administrators Member ID and Date of Birth (MM/DD/YYYY, with slashes) are set as your default username and password.

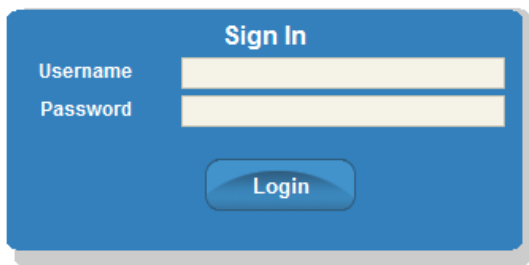
If you have changed your username or password please log in using that existing information.

Note: You may be prompted to change your username and password.

Please skip to page 4 to complete the Online Open Enrollment process.

### New Members

If you are a new flexible spending account participant select [Click here to create a new member link](#).



Employers - Please contact our [Membership department](#) to set up online account administration.

Forgot your username? Please call us at (800) 422-7038 and one of our Customer Service Representatives will be happy to assist you.

[Never been enrolled?](#)

[Click here to create a new member](#) during online open enrollment.

Enter the pass code that was provided by your Human Resources department and select **Add New Member**. The pass code is not case sensitive.



*If you have questions regarding the online enrollment process, please contact Customer Service at 800-422.7038 or [psacustomerservice@pacificsource.com](mailto:psacustomerservice@pacificsource.com)*

## Member Online Open Enrollment

Enter the required fields. If you do not remember your Employment Start Date, enter your FSA effective date. Select **Create New Member**.

**Note:** The username and password that you create in this process is your web username and password and will continue to be your MyFlex login unless you choose to change it a later date.

Complete your demographic information on the View/Edit Profile screen and select **Save**.

**Profile > View/Edit Profile**

Enter personal information into the form provided below. Required items are marked with an asterisk (\*).

**Please note:**  
If you change your address here, you will still need to notify your employer of the change.

Member ID:	* web00001369	Address 1:	*		<b>Check All that Apply</b> <input type="checkbox"/> Student <input type="checkbox"/> Other Coverage If Other Coverage, specify: <input type="text"/>
First Name:	* JOHN	Address 2:			
Middle Initial:		City:	*		
Last Name:	* DOE	State:	*	--Select One--	
Relationship:	Self	Zip Code:	*		
Sex:	None Specified	Country:		--Select One--	
Birth Date:	* 1/1/1960	Phone:			
Marital Status:	None Specified	Fax:			
		HICN:			
		Email Address:			
		Don't send me notifications:	<input type="checkbox"/>		

**Bank Account Information**

Bank Routing #:	<input type="text"/>	<a href="#">Find My Bank</a>
Bank Account #:	<input type="text"/>	
Account Type:	Checking	


**Save**

**Note:** The “web” Member ID number you see in your profile screen is only temporary. Once open enrollment has ended and your enrollment has been approved by your employer, you will be assigned a permanent PacificSource Administrators ID number which you will receive in the mail.

If you have questions regarding the online enrollment process, please contact Customer Service at 800-422.7038 or [psacustomerservice@pacificsource.com](mailto:psacustomerservice@pacificsource.com)

## Member Online Open Enrollment

Select the **Home** tab. At the top of the home page, select the message Enrollment is open until MM/DD/YYYY. Click here to enroll now. Open enrollment will end at 9:00 pm PST on the date shown.


 **Your Account Requires Attention**

- [Enrollment is open until 5/15/2013. Click Here to enroll now.](#)

Select the plan(s) that you would like to contribute to by selecting the **Enroll** link, to the left of the plans.

<a href="#">Enroll</a>	DEPENDENT CARE EXPENSES (6/1/2013 - 5/31/2014) You may make changes until 5/15/2013.
<a href="#">Enroll</a>	HEALTH RELATED EXPENSES (6/1/2013 - 5/31/2014) You may make changes until 5/15/2013.



Select the pencil icon  and enter the annual or per-pay period election amount desired.

Select the calculator icon  to auto-calculate your election amount. For example, if you enter only a per pay period election amount, selecting the calculator icon will auto-fill your annual amount.

[Submit Enrollments](#)

When you have finished, select [Submit Enrollments](#) to complete. Your elections have been saved message appears. The information will be transmitted to your employer for approval.

 **Your elections have been saved.**

<a href="#">Enroll</a>	DEPENDENT CARE EXPENSES (6/1/2013 - 5/31/2014) You may make changes until 5/15/2013.	
<a href="#">Cancel</a>	HEALTH RELATED EXPENSES (6/1/2013 - 5/31/2014) You may make changes until 5/15/2013.	
Contribution Schedule		
<input type="text" value="B124 - FRI - A (B124 - FRI - A - EVERY OTHER FRIDAY - SKIP"/>	Pay Period	Annual
	\$25.00 	\$600.00 

[Submit Enrollments](#)

**Note:** You will continue to see the open enrollment message displayed on your home page until 9:00 PM PST on the last day of open enrollment. During the open enrollment period, you may change the amounts that you wish to elect at any time. Once open enrollment has ended, you will no longer have access to make election changes online.

*If you have questions regarding the online enrollment process, please contact Customer Service at 800-422.7038 or [psacustomerservice@pacificsource.com](mailto:psacustomerservice@pacificsource.com)*

## Member Online Open Enrollment

**To change an amount** during the open enrollment period, login to MyFlex and navigate to the Member Enrollment screen. Select the account, use the pencil and calculator to edit the amounts. Select **Submit Enrollments** to save.

**\*To remove an election** amount during the open enrollment period, login to MyFlex and navigate to the Member Enrollment screen. Select the **Cancel** link, to the left of the plan, and select **Submit Enrollments** to save. This will update the election to zero.

*\*It is important to select the **Cancel** link in order to remove the election. Changing the amount to zero and selecting Submit Enrollments will not cancel the original amount that was entered.*

### **Profile Changes**

Select the **Profile** tab to update your personal data, add or change EFT information and change your username and password.